

DRAFT

April 20, 2016

ADVISOR

Summary: The Advisor helps foster a high touch approach to educational advising and exhibits superior customer service skills along with a commitment and desire to provide the best experience possible for students and families.

Essential Functions, Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Assists with the on-boarding process for assigned students; Serves as a point of contact for all non-instructional issues after placement, ensuring students have all necessary equipment, and know how and when to access their courses;
- Contacts late starting or missing students by phone and works quickly to on-board them;
- Plans and delivers online orientation sessions; Monitors student participation; Assists with the delivery of monthly online parent training events;
- Serves as a liaison between the student and other academic teachers and administration;
- Examines academic progress and activity of students on their caseload on a regular basis; Initiates recurring contact by phone with students and their families when students begin showing signs of failure/struggle as determined by grades, missed log-ins, course activity, and number of missing assignments; Arranges and moderates advisor/parent/student/teacher conferences as needed to address performance concerns; Assists students in creating a personal action plan;
- Assists with planning and implementing standardized testing;
- Attends staff meetings; Attends and participates in school and K12 sponsored Professional Development Events; Attends the school-office five days per week.
- Assists students in course placement;
- Works with the teaching team to design and implement an Individual Learning Plan (ILP) for each student in the school;
- Focuses students and families on college and career readiness, utilizing the Pathfinder Program;
- Assists with auditing student transcripts for candidacy for graduation as determined by school and state policies.

Minimum Required Qualifications:

- Bachelor's degree AND
- Three (3) years of experience in education OR
- Equivalent combination of education and experience

Certificates and Licenses: None required

Other required Qualifications:

- Strong written and verbal communication skills;
- Excellent problem-solving skills;

- Organizational skills, multi-tasking abilities;
- Customer service orientation;
- Experience coordinating academically-oriented clubs and extracurricular activities;
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook);
- Flexible schedule; Ability to travel as needed to support standardized testing and school activities;
- Ability to pass the required background check.

Desired Qualifications:

- Experience working with the proposed age group;
- Experience supporting adults and children in the use of technology;
- An ability to learn new technology tools quickly (e.g., database and web-based tools);
- An ability to support and guide adults as well as students.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires five days per week in office attendance during the academic school year.